

DEPARTMENT OF FINANCE AND ADMINISTRATION

Job Vacancy - Requisition Report (JV-RR)

NOTE: Submit one position per form, please.

Completed requisition should be forwarded to the DFA Human Resources Office.

Date		Division or Office			
Position is	<input type="checkbox"/>	Full-time	<input type="checkbox"/>	Part-time	8-Digit Position Number
Title				Class Code	Grade
Cost Center				Internal Order	

1. Will the position be open to external applicants? ☐ Yes ☐ No

If Yes, position is to be advertised for:

☐ Five Days
 ☐ Ten Days
 ☐ Other _____
 (Indicate number of days)

If No, position is exempt from external advertisement because:

☐ Grade 66
☐ Grade 99
☐ Position approved to be filled by qualified internal applicant

2. Will the position be open to internal applicants ONLY? ☐ Yes ☐ No

If Yes, position is to be advertised for:

☐ Five Days
 ☐ Ten Days
 ☐ Other _____
 (Indicate number of days)

If No, position is exempt from internal advertisement because:

☐ Grade 66
☐ Grade 99

Vehicle Safety Program INFORMATION

Indicate the category below that best describes the likelihood that the applicant, if hired, will be required to drive a State car or a personal car on State business:

_____ Must drive
 _____ May drive
 _____ Will not drive

BRIEF DESCRIPTION OF JOB DUTIES (Do not attach job specification): Change _____ No Change _____

Location of position (city/county)	
Applicants to be interviewed by	
Contact Person(s)	
Address (including building and room #)	

Submitted by _____ Phone Number _____
 (Signature)